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ABSTRACT

This competency booklet for individualized competency-based instruction is the fifth of five in the Job Search Skills package. (Instructor program and guides are available separately as CE 031 965 and 966, the other booklets as CE 031 967-970.) It contains four operational units related to the job search competency of handling the job offer. (The competency is divided into tasks which are further divided into operational units or units of work that relate to the task.) Each operational unit is presented in this format: competency, task, operational unit, performance objective, steps to follow to do the unit of work with the procedures outlined, information sheets, worksheets, and evaluation checklist. The tasks (and operational units) covered include (1) find out information about the job and company (identify specific items in job offer, find out company's policies and procedures) and (2) negotiate for the job (determine if the job offer meets personal needs, make a choice). (YLB)

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Handle the Job Offer

CE031971

Competency 5.0

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CONTENTS

		Page
Task 5.01:	Find Out Information about the Job and Company	
Operational Unit		
5.01A:	Identify Specific Items in the Job Offer	1
5.01B:	Find Out the Company's Policies and Procedures	9
Task 5.02:	Negotiate for the Job	
Operational Unit		
5.02A:	Determine if the Job Offer Meets Your Personal Needs	19
5.02B:	Make a Choice	31

COMPETENCY 5.0: HANDLE JOB OFFERS

TASK 5.01: Find Out Information about the Job and Company

OPERATIONAL UNIT 5.01A: Identify Specific Items in the Job Offer

Performance Objective: *Given a job offer, the learner will be able to identify the job responsibilities, salary, hours, and final date for acceptance of the job with 100 percent accuracy.*

STEP 1. Ask for your job description.

a. Find out the job responsibilities. List them on Worksheet 5.01A.

b. Find out and list the hours. Use Worksheet 5.01A.

c. Find out the number of people you will supervise and/or the person who will supervise you. List these facts on Worksheet 5.01A.

d. Find out any special conditions, such as overtime or travel requirements.

STEP 2. Discuss the salary offered.

a. Find out the offer for starting salary. List the amount on Worksheet 5.01A.

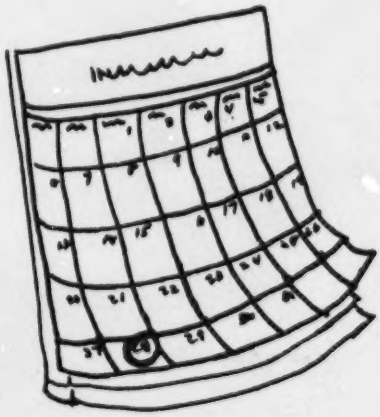
b. Find out policies on raises. When will you be eligible? How often are rate increases given? On what basis are they given (e.g., years of service, quality of work, volume of business)? List this information on Worksheet 5.01A.

STEP 3. Ask about potential for advancement.

a. Find out about the next levels of the career ladder. To what job could you eventually be promoted?

b. Find out any requirements for promotion, e.g., additional years of schooling, additional courses or training programs.

STEP 4. Ask for the date your response is due.



a. Find out the amount of time you have to consider the offer.

b. Make sure you are given time to consider all the factors that enter into your decision. Ask for adequate, but not too much, time.

c. Agree on a definite time by which you will reply.

d. Record this date on your worksheet.

NOW . . .

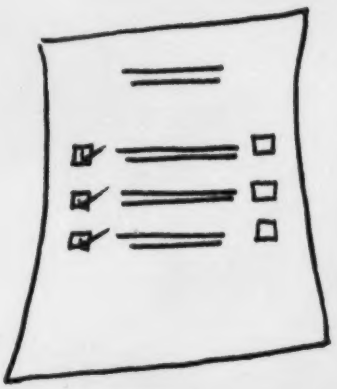
Practice the steps above. Work with one or two other participants. Take turns role playing the job offer scene. Offer advice to each other. Help each other improve your techniques for getting facts about the job offer. Work together until you feel confident.

THEN . . .

Think about the unit. Are you in doubt about any part of it? If so, seek help from your instructor. Repeat the entire unit.

Do you feel that you have satisfactorily completed this unit? If so, complete the evaluation checklist. Then, see your instructor.

Your instructor will observe you in another setting. He or she will rate you on the evaluation checklist . . . and advise you if necessary.



WORKSHEET 5.01A

Job Responsibilities:

Hours:

Number of people
you will supervise:

Name of your supervisor:

Overtime required:

Travel required:

Starting salary:

Policy on raises:

Potential for advancement:

Date by which you must
respond to the job offer:

Evaluation Checklist

COMPETENCY 5.0: HANDLE JOB OFFERS

TASK 5.01: Find Out Information about the Job and Company

OPERATIONAL UNIT 5.01A: Identify Specific Items in the Job Offer

YOUR CHECKLIST	Did you:	INSTRUCTOR CHECKLIST
☐	1. Ask for your exact job description?	☐
☐	2. Discuss the salary offer?	☐
☐	3. Ask about potential for advancement?	☐
☐	4. Ask for the date your response is due?	☐

Instructor_____

COMPETENCY 5.0: HANDLE JOB OFFERS

TASK 5.01: Find Out Information about the Job and Company

OPERATIONAL UNIT 5.01B: **Find Out the Company's Policies and Procedures**

Performance Objective: *Given a job offer,*

the learner will be able to find out the company's policies and procedures

to the satisfaction of the instructor.

STEP 1. Find out the personnel policies and procedures of the company.

a. Ask for a copy of the company's policy and procedure manual.

b. Find out about the policies and procedures regarding . . .

- lateness
- absences
- time sheets
- vacations
- sick leave
- rest breaks

c. Record facts about the personnel policies and procedures. Do this on Part 1 of Worksheet 5.01B.

STEP 2. Find out about employee benefits.

a. Ask the employer for information about the following . . .

- retirement plans
- employee life and health insurance
- credit unions
- profit sharing

b. Ask for any printed material about these topics.

c. List the facts on Part 2 of Worksheet 5.01B.

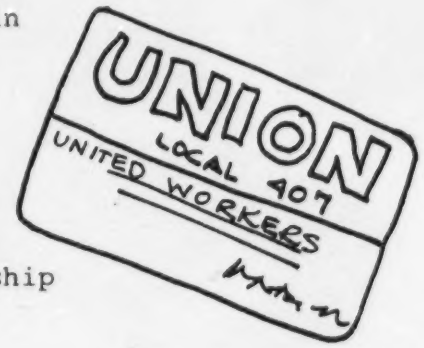
STEP 3. Find out about union membership.

a. Find out if employees must join a union.

b. Find out who is included in union membership.

c. Find out the union expenses, such as union dues.

d. List facts about union membership on Part 3 of Worksheet 5.01b.



STEP 4. Find out if you can expect continuing employment in this job.

a. Find out if you are being hired for temporary employment.

b. Find out the conditions under which you could be dismissed. For example: Is the work seasonal? Could you be dismissed in the winter months?

NOW . . .

Practice the steps above. Work with one or two other participants. Take turns role playing the job offer scene. Offer advice to each other. Help each other improve your techniques for getting facts about the job offer. Work together until you feel confident.

THEN . . .

Think about the unit. Are you in doubt about any part of it? If so, seek help from your instructor. Repeat the entire unit.

Do you feel that you have satisfactorily completed this unit? If so, complete the evaluation checklist. Then, see your instructor.

Your instructor will observe you in another setting. He or she will rate you on the evaluation checklist . . . and advise you if necessary.

WORKSHEET 5.01B

Part 1

Record the facts you must know about the following:

Lateness:

Absences:

Time Sheets:

Vacations:

Sick Leave:

Rest Breaks:

Part 2

Record facts about employee benefits:

Retirement Plans:

Employee Life and Health Insurance:

Credit Unions:

Profit Sharing:

Part 3

Record facts about union membership.

Evaluation Checklist

COMPETENCY 5.0: HANDLE JOB OFFERS

TASK 5.01: Find Out Information about the Job and Company

OPERATIONAL UNIT 5.01B: Find out the Company's Policies and Procedures

YOUR CHECKLIST	Did you:	INSTRUCTOR CHECKLIST
☐	1. Find out the personnel policies and procedures of the company?	☐
☐	2. Find out about employee benefits?	☐
☐	3. Find out about union membership?	☐
☐	4. Find out the outlook for continued employment?	☐

Instructor_____

COMPETENCY 5.0: HANDLE JOB OFFERS

TASK 5.02: Negotiate for the Job

OPERATIONAL UNIT 5.02A: **Determine if the Job Offer Meets Your Personal Needs**

Performance Objective: *Given a job offer,*

the learner will be able to identify the items in the job offer and the company policies and procedures that meet or comply with personal needs and wants

to the satisfaction of the instructor.

STEP 1. Identify personal needs.

a. Read a description of personal needs on Information Sheet 5.02A.

b. Identify your needs. Do Part 1 of Worksheet 5.02A.

STEP 2. List the items in the job offer. Complete Part 2 of Worksheet 5.02A.

STEP 3. Identify your personal needs that are satisfied by each item in the job offer.

a. Read each item in the job offer.

b. Read through your list of personal needs.

c. Do Part 3 of Worksheet 5.02A.

NOW . . .

Practice the steps above. Work with one or two other participants. Take turns role playing the job offer scene. Offer advice to each other. Help each other improve your techniques for getting facts about the job offer. Work together until you feel confident.

THEN . . .

Think about the unit. Are you in doubt about any part of it? If so, seek help from your instructor. Repeat the entire unit.

Do you feel that you have satisfactorily completed this unit? If so, complete the evaluation checklist. Then, see your instructor.

Your instructor will observe you in another setting. He or she will rate you on the evaluation checklist . . . and advise you if necessary.

INFORMATION SHEET 5.02A

People work to satisfy their needs. These needs can be grouped into five categories. Read the information below. Learn about the kinds of needs you and most people have.

Need for Survival

People need food, shelter, and clothing to stay alive. These are called physical needs. They are essential. They are our first and foremost needs.

Need for Safety

People need to feel safe . . . safe from danger (physical safety) and safe from things that are upsetting (emotional safety). (If you work for a company that lays off people frequently and for no apparent reason, you will have little emotional safety.)

Need for Fellowship

People have a need to belong . . . to be with other people, to be loved, to be liked, to be accepted. Everyone needs amounts of love and friendship.

Need for Esteem

People need self-respect. They need respect from other people. They need to be proud of themselves. They need to feel that other people are proud of them, too. They want other people to admire them and what they do.

Need for Self-Satisfaction

People need to feel that they are growing . . . that they are reaching their highest potential. As people experience life, they need to find new interests . . . new ways to improve themselves . . . and new meanings to life.

WORKSHEET 5.02A

Part 1

Read the needs that are listed on the left-hand side of this worksheet. Read the description of specific needs in each area. Check the needs that are important to you.

Needs	Description	Most Important
SURVIVAL		
Essentials for living	Food, shelter, clothing	
Lifestyle	Home, vacation, clothing, and other things that reflect the way you live your life	
SAFETY		
Physical safety	Protection from dangers or injury	
Emotional safety	Protection from job loss; peace of mind	
FELLOWSHIP		
Work relationships	Ways of working with other people	
Social life	Experiences and events shared with friends	
Family	Love and commitment from those you choose to have in your life	

Needs	Description	Most Important
SATISFACTION		
Independence	Freedom from other people and/or welfare . . . living without financial aid from others . . . providing for yourself	
Goal achievement	Doing what you want to do with your life	
Leisure time	Time for things other than work--hobbies, family, friends	
Learning	Time for education . . . to learn new things . . . to grow in knowledge and skill	

Part 2 Fill in facts about the job offer in the spaces below.	Part 3 List the personal needs that are fulfilled by each item in the job offer.
Job responsibilities: Hours: People with whom you work: Extra conditions, such as overtime and travel: Starting salary: Potential for advancement: Job benefits: Vacation and sick leave: Employment outlook:	

Evaluation Checklist

COMPETENCY 5.0: HANDLE JOB OFFERS

TASK 5.02: Negotiate for the Job

OPERATIONAL UNIT 5.02A: Determine If the Job Offer Meets Your Personal Needs

YOUR CHECKLIST	Did you:	INSTRUCTOR CHECKLIST
☐	1. Identify your personal needs?	☐
☐	2. List the items in the job offer?	☐
☐	3. Identify your personal needs that are satisfied by each item in the job offer?	☐

Instructor

COMPETENCY 5.0: HANDLE JOB OFFERS

TASK 5.02: Negotiate for the Job

OPERATIONAL UNIT 5.02B: Make a Choice

Performance Objective: *Given a job offer and knowledge of personal needs,*

the learner will be able to decide whether or not to accept a job

within the time allotted.

STEP 1. Look at the situation.

a. List the choices that are available to you. For example, do you have other job offers? Can you afford to wait until you get another offer?

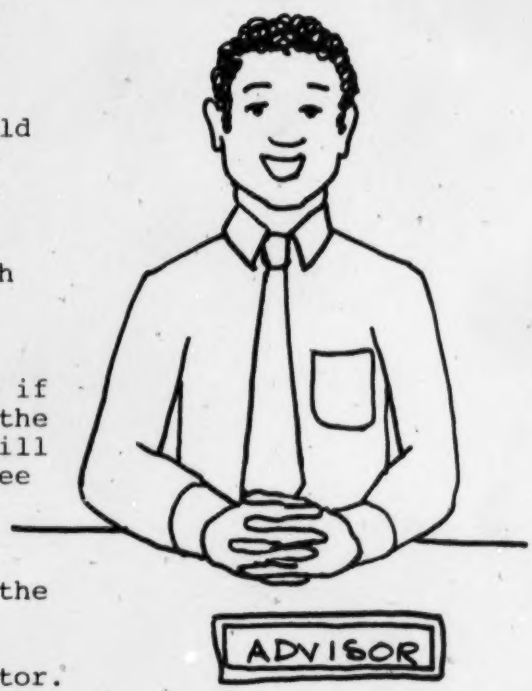
b. List any other facts you should consider. Talk with your instructor. Get advice.

STEP 2. Weigh the consequences of each decision. "What will happen if . . . ?"

a. List the things you will gain if you accept the job. Look at the list of personal needs that will be satisfied by this job. (See Worksheet 5.02A.)

b. List the things you will give up or postpone if you accept the job.

c. Seek advice from your instructor.



STEP 3. Accept or reject the job offer.

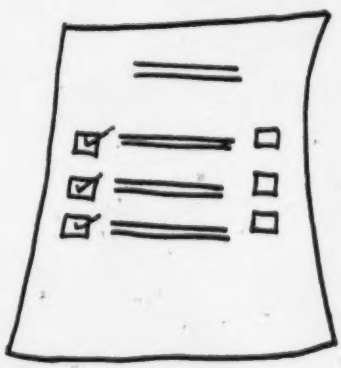
a. Make a decision based on the facts you have gathered.

b. Call the employer by the given date. Inform him or her of your decision.

NOW . . .

Practice the steps above. Work with one or two other participants. Take turns role playing the job offer scene. Offer advice to each other. Help each other improve your techniques for getting facts about the job offer. Work together until you feel confident.

THEN . . .



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Do you feel that you have satisfactorily completed this unit? If so, complete the evaluation checklist. Then, see your instructor.

Your instructor will observe you in another setting. He or she will rate you on the evaluation checklist . . . and advise you if necessary.

Evaluation Checklist

COMPETENCY 5.0: HANDLE JOB OFFERS

TASK 5.02: Negotiate for the Job

OPERATIONAL UNIT 5.02B: Make a Choice

YOUR CHECKLIST	Did you:	INSTRUCTOR CHECKLIST
☐	1. List the choices that are available to you?	☐
☐	2. Weigh the consequences of each decision?	☐
☐	3. Make a decision based on facts?	☐
☐	4. Inform the employer of your decision?	☐

Instructor_____